



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**CLASSIFIED**

**AIRPORT OPERATIONS COORDINATOR**

**Class No. 005497**

**■ CLASSIFICATION PURPOSE**

Under general supervision, to perform a variety of airport operations and managerial oversight required by Federal, State and local regulatory agencies at the County's airports; and to perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

The Airport Operations Coordinator class is allocated only to the Department of Public Works, Airports Division. This class performs the managerial oversight required by Federal, State and local regulatory agencies relating to aviation safety, security, airport access, facility management, noise abatement, environmental issues and public relations. Airport Operations Coordinator differs from other County operational classes in that work is performed at an airport facility. This class differs from the next higher class, Assistant Airport Manager, in that the latter class assists the Airport Manager in the supervision of operations, maintenance and clerical staff.

**■ FUNCTIONS**

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Plans, organizes, and oversees airside/landside operations in accordance with Federal, State and local requirements.
2. Coordinates emergency situations.
3. Coordinates projects, construction and major maintenance operations.
4. Assists in the coordination of noise monitoring activities, vehicle parking and access control programs.
5. Conducts Part 139 (commercial airport) inspections to ensure compliance with Federal Aviation Administration safety requirements and regulations.
6. Coordinates runway closures and rescue/response operations.
7. Directs facility inspections and corrections and ensures expedient return to service in the event of catastrophic circumstances.
8. Coordinates off-airport responses to airport emergencies.
9. Conducts scheduled and unscheduled tenant leasehold inspections for compliance with Federal, State and local requirements.
10. Coordinates on and off-site construction activities to prevent interference with normal airport operations.
11. Monitors vehicle access control systems.
12. Coordinates application processes and produces reports for tenants.
13. Manages complaints, produces reports and develops presentations related to airport noise.
14. Monitors transient and local operations, facilities and fees.
15. Manages storm water pollution prevention programs, conducts testing, drafts required reports, and trains lessees and staff on best management practices.

16. Trains and educates lessees, sub-lessees and airport staff on non-storm water discharge elimination activities and best management practices.
17. Operates Aviation Radio Communications Systems.
18. Interprets FAA rules and regulations.
19. Responds to complaints from the public, contractor, airport users, aviation businesses, FAA/Air Traffic Control Tower (ATCT) and tenants.
20. Processes daily reports related to security, maintenance and vehicle parking.
21. Coordinates maintenance to correct all deficiencies.
22. Identifies areas of actual or potential soil erosion associated with industrial activities.
23. Coordinates administrative functions related to contract service agreements.
24. Acts as the technical representative and coordinates contract changes, and security procedures in the absence of the Airport Manager/Assistant Airport Manager.
25. Provides direction and assistance to patrons, passengers, and resolves problems and/or disputes in a courteous, professional, and knowledgeable manner.
26. Provides initial response to airport emergencies and provides coordination for matters involving Air Rescue and Fire Fighting (ARFF), emergency response and law enforcement agencies.
27. Conducts inspections of airport lighting, taxiways, runways and aprons for unsafe conditions.
28. Reports hazardous or substantial maintenance/construction problems.
29. Removes foreign objects or debris from air operations areas and roadways.
30. Issues Notices to Airmen (NOTAM's).
31. Conducts nightly inventory of transient aircraft parking areas for billing of tie-down fees and prepares written reports and correspondence
32. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
33. Periodically performs/oversees routine maintenance functions.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Federal, State, and local rules and regulations governing the operation, maintenance and public use of an airport.
- Aircraft ground operation and safety rules, regulations, and publications pertinent to airport operation and maintenance.
- Radio and ground communication systems.
- State Airport permit guidelines including Airport Master Record Safety Standards and inspection processes.
- Aviation rules, regulations, and safety practices.
- Safety principles and practices employed in the operation of an airport facility.
- Incident/accident command structure and operation.
- Part 150-noise abatement and monitoring terminology and practices.
- Federal, State and local rules and regulations governing the operation, maintenance and public use of a Part 139 certified airport.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.
- Routine airport maintenance functions.

### Skills and Abilities to:

- Identify potential and/or actual problem areas related to safety, noise abatement, and storm water.
- Analyze and deal with emergency situations calmly and effectively.
- Conduct effective public relations, handle complaints and resolve problems.
- Plan, coordinate, and implement programs related to airport operations or maintenance.
- Provide technical training and guidance to other staff and users of the facility.
- Identify problems and provide adequate information, including alternative solutions, to supervisory/management staff.

- Operate various types of telephone, radio and computer equipment with associated software applications.
- Command emergency operations effectively and efficiently in the absence of airport management.
- Communicate effectively orally and in writing.
- Accurately assess/analyze information for reports.
- Provide technical guidance to airport staff and users.
- Anticipate problem situations to ensure safe operations.
- Provide supervision.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Prepare written reports and correspondence.
- Perform/oversee routine airport maintenance functions.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in airport/aviation management or a closely related field; AND, two (2) years of full-time experience at an airport performing airport operations or airport management duties.

Note: Qualifying experience may substitute for two years the required education on a year for year basis.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Work is performed at an airport facility; exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

**New: April 17, 1969**  
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